



**Central Okanagan
Public Schools**

Together We Learn

CENTRAL OKANAGAN PUBLIC SCHOOLS - BOARD COMMITTEE REPORT

Finance and Audit Committee Meeting Public Meeting

**Wednesday, January 22, 2020, 4:00 pm
School Board Office
1040 Hollywood Road S
Kelowna, BC**

Board of Education: Trustee R. Cacchioni, Chairperson
Trustee N. Bowman, Committee Member
Trustee L. Tiede, Committee Member
Trustee M. Baxter

Staff: Delta Carmichael, Assistant Secretary-Treasurer
Ryan Stierman, Secretary-Treasurer/CFO
Terry Beaudry, Deputy Superintendent of Schools
Val Dougans, Finance Manager
Michelle DesRochers, Executive Assistant

Absent: Kevin Kaardal, Superintendent of Schools/CEO

Partner Groups: Susan Bauhart, COTA President
David Tether, CUPE President

*There were no representatives from COPAC, COPVPA, or the
District Student Council.*

**The Central Okanagan Board of Education acknowledged that this meeting was being held
the Traditional Territory of the Okanagan People.**

AGENDA

January 22, 2020 Committee Agenda - approved as presented.

REPORTS/MATTERS ARISING

Finance and Audit Committee Public Meeting Report - November 20, 2019

November 20, 2020 Committee Report - received as distributed.

COMMITTEE MEMBERS QUERIES/COMMENTS

Trustee Cacchioni queried how the elimination of MSP premiums have affected the Budget in relation to the Employer's Health Tax.

The Assistant Secretary-Treasurer stated that the Employer's Health Tax costs the District approximately \$3.8 million. The Ministry of Education provides \$1.7 million in funding and the remainder will be covered by the elimination of MSP premium costs.

DISCUSSION/ACTION ITEMS

Approval of 2019/2020 Amended Annual Budget

The Assistant Secretary-Treasurer provided an overview of the 2019-2020 Amended Annual Budget that the Board is required to submit to the Ministry of Education by February 29, 2020. The Amended Annual Budget includes the Operating, Special Purpose, and Capital Funds and reflects the updated revenues and expenses based on actual student enrolment as well as actual expenditure patterns.

The Assistant Secretary-Treasurer stated that the Amended Budget Bylaw has increased from the Annual Budget Bylaw by approximately \$10.92 million, for a total of \$275,685,975. A few key factors for the increase include, but aren't limited to, an additional \$5.075 million in classroom enhancement funding, an increase in enrolment which resulted in \$4.176 million of additional operating grant funding, and a balance of \$401,235 carried forward from the Annual Facility Grant Special Purpose Fund.

Outcomes

THAT: The Finance and Audit Committee recommends to the Board:

THAT: At the February 12, 2020 Public Board Meeting, the Board of Education give first, second and third readings to the School District No. 23 (Central Okanagan) Amended Annual Budget Bylaw for 2019/2020.

THAT: The School District No. 23 (Central Okanagan) Amended Annual Budget Bylaw for 2019/2020 in the amount of \$275,685,975 be read a first, second and third time, passed and adopted the 12th day of February, 2020.

Financial Update - December 31, 2019

The Assistant Secretary-Treasurer provided a financial update for the period ending December 31, 2019. The District's spending is progressing as expected and an unrestricted operating surplus of approximately \$2-2.5 million at June 30, 2020 is anticipated, which is in line with previous years.

Outcome

THAT: The Finance and Audit Committee received the Financial Update as of December 31, 2019 as presented and will forward to the Board of Education as an information item.

Annual Review of Committee's Mandate, Purpose and Function - Policy 160

The Assistant Secretary-Treasurer stated that the Committee reviews *Policy 160 - Finance and Audit Committee* on an annual basis. There are no recommended changes to the policy at this time.

Outcome

THAT: The Finance and Audit Committee recommends to the Board:

THAT: The Board of Education affirm Policy 160 – Finance and Audit Committee, as attached to the Agenda, and as presented at the January 22, 2020 Public Finance and Audit Committee Meeting.

DISCUSSION/INFORMATION ITEMS

Ministry Funding Recalculation Allocation - School District No. 23

The Assistant Secretary-Treasurer stated that every December, the District receives an updated operating grant summary from the Ministry of Education reflecting the September enrolment count and the Amended Budget is updated accordingly. The operating fund was updated to reflect changes in Special Education, Indigenous Education and Distance Learning student FTE, as well, there was a slight increase to the supplemental salary differential funding.

2020/2021 Budget Survey Development Questions - DRAFT

The Assistant Secretary-Treasurer presented the draft 2020-2021 budget survey questions for review. The link to participate in the 2020/2021 budget survey questions will be sent to all parents via school messenger and will be posted on the District's website.

The Committee discussed whether or not a question should be added regarding school fees and determined that rather than a question being added to the survey, the Committee will review the Ministry of Education guidelines relating to school fees with a comprehensive list of school fees for each school in the District at the February 19, 2020 Public Finance and Audit Committee Meeting. The Committee supported the questions presented.

The Assistant Secretary-Treasurer shared that the 2020-2021 Budget Presentation will be presented at the COPAC meeting scheduled for March 2, 2020 from 6:30 pm - 7:00 pm at Hollywood Road Education Services (1040 Hollywood Road S.), Room #3. The 2020-2021 Budget Presentation will be videotaped and uploaded to the District's website after the March 2, 2020 COPAC Meeting.

RECOMMENDATIONS/REFERRALS TO THE BOARD/COORDINATING COMMITTEE/OTHER COMMITTEES

Future Public Board Meeting

- Approval of 2019/2020 Amended Annual Budget (Action Item)
- Financial Update - December 31, 2019 (Information Item)
- Affirmation of Policy 160 - Finance and Audit Committee (Action Item)
- 2020/2021 Budget Survey Questions (Information Item)

ITEMS FOR FUTURE FINANCE AND AUDIT COMMITTEE MEETINGS

February 19, 2020 Finance and Audit Committee Meeting

- Review of Ministry of Education School Fee Guidelines with List of District School Fees

September

- Presentation: Audited Financial Statements for the Fiscal Year
- Audited Financial Statements for the Fiscal year (*Action Item*)

November

- Financial Update at September 30th School District No. 23 (Central Okanagan) Budget Development Principles
- School District No. 23 (Central Okanagan) Budget Development Timeline

January

- Amended Annual Budget for the Fiscal Year
- Ministry Recalculation Allocation – School District No. 23 and Provincial
- Financial Update at December 31st
- Budget Survey development
- Annual Review of Committee's Mandate, Purpose and Function

February

- Budget Presentation

April (1st Meeting)

- Overview of Budget Allocation
- Budget Consultation Input Received
- Trustee Indemnity for the 2020-2021 Fiscal Year

April (2nd Meeting)

- Central Okanagan School District Preliminary Budget Proposal – Superintendent's Budget Recommendations
- Financial Report at March 31st

May

- Auditor's Report to the Finance and Audit Committee – Initial Communication on Audit Planning for the Year
- Annual CommunityLINK Allocations
- Financial Update - International Education Program

June

- School District No. 23 (Central Okanagan) Annual Budget for the Fiscal Year

FUTURE FINANCE AND AUDIT COMMITTEE MEETINGS

All meetings start at 4:00 pm.

February 19, 2020, April 1, 2020, April 15, 2020, May 20, 2020, June 17, 2020

September 16, 2020, October 21, 2020, November 18, 2020

MEDIA QUESTIONS

Connor Trembley - Kelowna Capital News: Mr. Trembley queried how many teachers were hired for the 2019/2020 school and what the cost of the additional teachers was.

The Assistant Secretary-Treasurer stated that 53 additional Full-Time Equivalent teachers were hired for the 2019-2020 School Year, costing the District approximately \$5.25 million.

ADJOURNMENT

The meeting adjourned at 4:33 pm.

Questions - Please Contact:

Trustee Cacchioni, Chairperson at 250-765-3419 or Rolli.Cacchioni@sd23.bc.ca

Delta Carmichael, Assistant Secretary-Treasurer at 250-470-3233 or Delta.Carmichael@sd23.bc.ca

Chairperson